

School Name: Acklam Grange School
Post Title: Science Technician
Responsible to: Executive Headteacher
Headteacher
Director of Corporate Services

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To provide a high quality efficient and effective support service to the faculty, focused on the practical and technical aspects of the Science Curriculum. The post holder will co-ordinate the use of practical resources, materials and facilities for teaching staff and students in the use of scientific equipment.

Main Tasks and responsibilities of the post:

- To maintain laboratories and preparation rooms in a safe and tidy manner
- To prepare, check and set out apparatus and materials as required for each practical lesson and to maintain records of numbers of items provided
- To support Faculty Leaders in maintaining up to date Health & Safety records and preparing/adapting risk assessments
- To check regularly all service equipment including Bunsen burners, terminals, taps, meters, balances, microscopes, etc
- To clear away apparatus and materials at the end of the practical lessons and return to appropriate places, checking that items are properly cleaned
- To provide suitable receptacles for collection of dirty apparatus and waste materials during and at the end of practical lessons
- To be available to assist, when required by the teaching staff, during practical lessons and demonstrations
- To ensure that sinks, benches, drawers and shelves are clean during and at the end of each day
- To maintain records of breakages of equipment and the consumables taken from stock
- To ensure that plants in the department receive suitable care and attention
- To check that all poisons are suitably stored in the poisons cupboard and that all stored items are appropriately labelled
- To raise awareness of staff to safety aspects and advise them where relevant safety files are located.
- Contribute to high-level outcomes
- Work with individual students and supporting them with project
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

All Employees Have a Responsibility To:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person

- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.